

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE <div style="text-align: center;">J</div>		PAGE OF PAGES <div style="text-align: center;">1 14</div>	
2. AMENDMENT/MODIFICATION NO. <div style="text-align: center;">0001</div>		3. EFFECTIVE DATE <div style="text-align: center;">18-Aug-2010</div>		4. REQUISITION/PURCHASE REQ. NO. W74MYF0099N627		5. PROJECT NO.(If applicable)	
6. ISSUED BY USA MED RESEARCH ACQ ACTIVITY 820 CHANDLER ST FORT DETRICK MD 21702-5014		CODE W81XWH		7. ADMINISTERED BY (If other than item 6) <div style="text-align: center; font-weight: bold;">See Item 6</div>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. W81XWH-10-R-0130	
				X		9B. DATED (SEE ITEM 11) 06-Aug-2010	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>2</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) a. The purpose of this amendment is to respond to questions received by 12:00 Noon, August 13, 2010, and to make revisions to the solicitation as necessary. b. The proposal due date remains the same at Tuesday, September 7, 2010 at 12:00 p.m. EDT.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 18-Aug-2010	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

AMENDMENT 0001 - QUESTIONS:

The following questions, with Government response, were submitted against solicitation W81XWH-10-R-0130:

1. Section 2.7.1.1, states that the Project Manager will be an “on-site” individual. Please clarify that “on-site” is at the contractor facilities, or is it a WRAIR?

Response: **On site is at the contractor facilities.**

2. Section 2.7.2.1, Research Psychologist: “Undertake statistical analysis”: for compatibility purposes can you please provide the type(s)/name of statistical software currently in use?

Response: **SPSS Version 17.**

3. Section 2.7.4.1, Training Specialists: Please provide the estimated number of “Train the Trainer” sessions and non-Train the Trainer sessions the training specialists are expected to provide.

Response: **Estimate 10-20 train-the-trainer sessions and 2-4 non-train-the-trainer sessions.**

4. Section 3.4, Plan, coordinate and conduct conferences: do you have an estimate of the number and types of such meetings/conferences, locations, expected number of attendees/participants, and anticipated level of effort? If so, can you please provide this information?

Response: **Estimate 0-2 - no conferences are currently planned. Participants estimated 10-20.**

5. Section 4.0 Travel: “The government shall insert a Not-to-Exceed amount for required travel and Per Diem costs”. For pricing/cost proposal preparation, are we to place “TBD” in CLIN 003 and subsequent year CLINs?

Response: **The amount to be allotted for CLIN 0003 is \$100,000 per year.**

6. Section 4.0, Travel, Considerable travel is defined as approximately 50% of services performed: Which labor category(s) / position(s) would be required to travel up to 50%?

Response: **With the exception of Administrative support, all labor categories will be expected to travel at some point. However, it is anticipated that the Training Specialists will be the labor category who may require up to 50% of their time traveling.**

7. Section 5.0, The Government will provide laptop computers to use by contractor personnel. Does the Government intend to furnish all contractor employees a lap top computer (up to 9 FTE), or is this limited to a select few? If limited to a select few, can you please identify the personnel/category(s) that you anticipate would be issued a Government laptop?

Response: **The Government will provide computers to all contractor employees.**

8. Section 6.0, Office Space:

- a. When does the Government expect proposed office space to be available after contract award?

Response: **Within 30 days of contract award.**

- b. Will there be an allowable build-out time of proposed office space?

Response: **See above.**

9. Section 6.1, Office Space – include workspace for up to 3 visiting Government employees: Please identify the anticipated position(s), job capacity, rank, estimated duration of visits, anticipated number of visits, of the visiting Government employees.

Response: **Expect senior ranking Government officials for frequent visits to the facility.**

10. Section 6.2, contractor provided facilities must be within 10 miles of WRAIR, Fort Detrick or within 5 miles of the I-270 corridor.

- a. Given the multiple location options for contractor facilities, it appears that the Government anticipates a significant amount of work to be performed near both Fort Detrick and WRAIR. Can you please provide the breakout of percent of work that will be performed at each location?

Response: **Majority of work shall be performed at the Contractor facility.**

- b. Does the Government have a preference for where the contractor facility is located, i.e. Silver Spring or Frederick?

Response: **Government preference is Silver Spring, MD.**

11. Page 14, Section 3 (e), Offerors are encouraged to submit multiple proposals: If Offerors desire to propose alternate contractor work locations under CLINS 0002, 1002, 2002, 3002 and 4002 to offer the Government a choice of locations and prices, is it acceptable to provide alternate pricing for each site with supporting detail for each location rather than submit completely separate and alternate cost volumes. This will save significantly on production time and cost.

Response: **Alternate proposals must be submitted separately.**

12. Page 16, Clause 52.212-2 EVALUATION-COMMERCIAL ITEMS, Section b, The Government shall award a Firm Fixed Price (FFP) Performance Based Commercial Service contract, and Page 14, Business Proposal – Volume II, Section 2.A (v), Along with the labor category, the Offeror shall include the hourly wage and the percentage applied to achieve the billing rate for the position:

- a. Will this contract be subject to price adjustment based on the contractor's cost experience, such as hours incurred during performance?

Response: **No.**

- b. Is "the percentage applied to achieve billing rate" referring to the overall wrap rate percent or an actual cost build up.

Response: **Cost Build Up.**

13. Is there an incumbent contractor?

Response: **No.**

14. CLINS 0002, 1002, 2002, 3002, and 4002 are for costs associated with the office space. Is it the Government's intent for this CLIN to be an all-inclusive Firm-Fixed-Price (FFP) item including the contractor's rent and associated costs such as space build-out, office equipment, furniture, supplies, etc?

Response: **Yes.**

15. The RFP does not appear to specify an estimate contract performance start date. When does the Government anticipate performance to begin after contract award?

Response: **27 September 2010.**

16. Paragraph 2.4 indicates that, if needed, replacement personnel shall be provided within 30 days of the employee's departure. Will the Government consider changing the 30 day requirement to allow 50 days for the selection and acceptance of a replacement candidate?

Response: **The Government requirement is 30 days.**

17. Please confirm that the Past Performance information can be included with the Business Volume

Response: **Past Performance shall be provided with the Technical Proposal as stated within the Request for Proposal (RFP).**

18. Paragraph 3.4 on page 6 indicates the Contractor shall "Plan, coordinate and conduct conferences, seminars and training as required." Will the Government pay these costs as a direct charge under this contract?

Response: **No. The Government will pay all fees directly.**

19. Page 42 identifies the classes of employees expected to work under this contract and provides the wage-benefit rates. It appears the vast majority of the positions required could be classified as professional exempt workers and not subject to the SCA. Does the SCA apply?

Response: **The offerors solution will dictate the appropriateness of the use of the Service Contract Act (SCA) Wage Determination.**

20. The RFP indicates there may be extensive OCONUS travel. Can the Government provide the likely destinations for most of the OCONUS travel?

Response: **Europe, Asia, Africa, Australia and Canada.**

21. Paragraph 2.7.3 identifies a potential position labeled "Scientific Consultant." Although the positions listed are not considered mandatory, does the Government's use of the term "consultant" imply that this is likely a part-time position or one in which it is likely that the work would be performed off-site (meaning away from either WRAIR or the contractor's office)?

Response: **The offeror's solution will dictate how this position will be utilized. However, the Government is receptive to an off-site position(s).**

22. Paragraph 2.5.2 indicates the Government anticipates periods of increased or decreased workloads. Will the Government consider using a Cost Plus Fixed Fee (or Time and Materials) contract?

Response: **No. The Government's requirement is Firm Fixed Price.**

23. If an FFP contract is awarded and the Government expects the number of personnel needed to fluctuate, does the Government anticipate making upward or downward price adjustments based on needs?

Response: **No.**

24. The first three positions listed under paragraph 2.7 are noted as being key personnel, but the instruction in paragraph 2.7 indicated the positions are not mandatory. Would you please clarify whether the Government considers these three positions to be mandatory and key but is flexible on the name given to the position, or are these positions completely non-mandatory?

Response: **The three positions identified as key personnel in the solicitation are mandatory; however, the titles are flexible.**

25. To the extent that key positions listed under paragraph 2.7 contain education and training requirements, will the Government consider proposed candidates with less education if they have sufficient experience?

Response: **Yes.**

26. Is the Government able to provide any estimates of needed effort in years 2-5?

Response: **The Government estimates the requirements for option years to be similar to year 1.**

27. What is a Level II security plus clearance for the IT systems administrator? Is this a DoD certification or a civilian professional certification? Is this certification a pre-requisite or can it be obtained after the IT professional comes onboard?

Response: **The Level II Security Plus Clearance is a Government requirement. The IT professional may obtain the clearance after award, but must be eligible when hired.**

28. What IT security requirements are required for this solicitation?

Response: **Listed in the Performance Work Statement (PWS).**

29. Page 4, 2.7 - The RFP states that offerors are not bound to propose the labor categories described in the RFP. Does this also apply to Key Personnel?

Response: **The three positions identified as key personnel in the solicitation are mandatory; however, the titles are flexible.**

30. Page 4, 2.7.1 - Is the Project Manager required to work all hours at the government site?

Response: **The project manager will work predominately at the contractor provided facility.**

31. Page 6, 2.7.6 - Please clarify is the IT position is to work at the government site?

Response: **IT position will be at the contractor provided facility.**

32. Page 7, Section 5.0 - Is the intent that the contractor site be able to connect into the government network to conduct all work?

Response: **Yes.**

33. Page 8, 6.3 - The RFP specifies that the government may provide office space in the future and thus remove the requirement for contractor provided office space. Will the government compensate the contractor for any fees related to lease termination, relocation, etc.?

Response: The Government does not anticipate compensating the contractor for any related lease termination or relocation fees. Should the office space no longer be required, the Government will provide a minimum of 60 days advance notification.

34. Page 18, Section 12. B - Is the intent of this section for the companies to list all other work excluding the five past performances?

Response: Include the five past performance references.

35. Para 2.6 states the Gov't estimates that nine (9) FTE positions will be required for this project. Question: How did the Government determine its 9 FTE requirement?

Response: The Government estimated its FTE needs upon defining the requirement required.

36. Para 2.7.4 requires a Training Specialist for "Conducting research and program evaluation necessary to develop and revise training and prepare appropriate training materials."

Question: What products/ deliverables / events do the Gov't want evaluated and approximately how many hours of each:

Training programs / sessions?

Response: The Government estimates 2-5 Training Programs. The Government anticipates multiple sessions that will be dictated by the program. The Government estimates 4-6 sessions per program. Most sessions are 1-2 hours each

End-user training material / products like student guides, training handouts?

Response: Part of the program evaluation

Train-the-Trainer sessions conducted?

Response: These will not be evaluated.

Train-the-Trainer training plans and materials?

Response: These will not be evaluated.

CBT/WBT training?

Response: Current training is not CBT/WBT.

Workshops?

Response: Will not be used.

Conferences?

Response: Will not be evaluated.

Seminars?

Response: Will not be evaluated.

Question: Who are the stakeholders and recipients of the final evaluation results and report(s)?

Response: Refer to PWS.

37. Para 2.7.4 requires a Training Specialist to “Develop and conduct military resilience training programs.”

Question: How many Resiliency Training programs and the number of hours of each are there currently for Soldiers and their families?

Response: This question is irrelevant to the RTRO as we will not be involved in all of the available resiliency training programs.

Question: Of the existing training programs and/or products, were they produced with any special software or hardware that would be needed for their revisions?

Response: All software needed to develop the training will be provided by the Government.

38. Para 2.7.4 requires a Training Specialist to “Train other trainers at various locations with formal classroom training courses, computer-based training, web-based instruction, workshops, exercises, and seminars.” Further, Task 3.3 requires train-the-trainer sessions. Also, the Travel Task 4.0 states “Contractor personnel shall be expected to conduct considerable CONUS and some OCONUS travel and be prepared to travel on extremely short notice (may be less than 24 hours) for extended periods of time.”

Question: How does the Gov’t define required travel for “extended periods of time?”

Response: More than a week.

Question: What is the expected average number of days for each trip and how many contractors will typically travel to each of the venues above?

Response: Average travel is 3-days; typical contractor participants - minimum of 1 and maximum of full contingent less Administrative Officer.

Question: Does the government anticipate that the contractor will also develop train-the-trainer training materials or are the materials already developed?

Response: See PWS.

39. Task 3.1 requires the contractor to “Develop, deliver and update training support products as required at the direction of the COR in coordination with the WRAIR research staff. The number of training packages will be determined by the COR and coordinated with the contractor as appropriate to support the respective requirement.” It would help the selection of the right labor categories and hours to know the type and number of training products to be developed and revised in each contract year. Will the Gov’t please provide answers to the following questions?

Question: What different types of training and support products does the Gov’t anticipate being developed (i.e. paper-based, PowerPoint, and/or multimedia training, lesson plans, handouts, student guides, instructor guides, brochures, etc.)?

Response: Training products are expected to include but are not limited to PowerPoint, multi-media, lesson plans, handouts, student guides, instructor guides, brochures, and handouts, etc.

Question: How many total hours of training and support products and in what format (paper-based, PowerPoint, multimedia like CBT and WBT, brochures, etc.) does the government anticipate will be developed in each year of the contract?

Response: The Government estimates 400- 800 hours of training; with support products and format as identified above.

How many hours for paper-based / PowerPoint training in each year?

Response: **The Government estimates 800-1200 hours**

How many hours for multimedia training (i.e. CBT, WBT) in each year?

Response: **The Government is not currently using this format and is unable to provide an estimate.**

Question: How many hours of training and support products and in what format (paper-based, PowerPoint, multimedia like CBT and WBT, brochures, etc.) does the government anticipate will be revised in each year of the contract?

Response: **The Government anticipates out year revisions at 200-400 hours of training with support products and format as identified above.**

How many hours for paper-based / PowerPoint training in each year?

Response: **The Government estimates 400-600 hours.**

How many hours for multimedia training (i.e. CBT, WBT) in each year?

Response: **Unknown as the Government is not currently using this format.**

Question: Will the government be providing GFI for the training programs and products to be developed and revised? If yes, what is the format, of the information (i.e. will these be paper-based or electronic files in MS Word or Power Point or multimedia) and will the Gov't provide the source files if electronic? If no, where does the Gov't anticipate this GFI come from?

Response: **Yes. Government Furnished Information (GFI) will be provided in multiple formats.**

40. Task 3.2 requires the contractor to "Conduct program evaluation studies and deliver findings at the direction of the COR. The number of studies will be determined by the COR and coordinated with the contractor as identified."

Question: Will the Gov't provide a "typical" example study so we can determine what typically is required for these studies?

Response: **Products will be developed in coordination with the Government. Examples of desired deliverables are attached to the RFP.**

41. Attachment 2, QASP. The PWS Section numbers in the RPM Table do not match the PWS.

Question: Will the Gov't please revise the QASP RPM Table to match the PWS so we will know the alignment of implementation, metrics and surveillance to task requirements?

Response: **Attachment 2 is hereby revised.**

42. Does WRAIR expect to provide resilience based training products to support each domain / dimension of comprehensive fitness to include Family, Emotional, Social, and Spiritual under this contract?

Response: **The WRAIR may be involved in some of the domains but is not expected to support every domain.**

43. Many leading experts in the applicable domains are affiliated with academic institutions located across the US. Would an alternate technical approach that leveraged top experts in each domain / dimension to produce resilience based training products from alternate locations while still meeting the intent and scope of the PWS be considered?

Response: The offeror's solution will determine their technical approach.

44. What specific support can we expect from RTRO in terms of the program evaluation?

Response: The RTRO will work with the contractor on all aspects of the program evaluation.

45. 1.3 and 2.7.3.1 --- Describe the research that you want conducted.

Response: There is no research to be conducted.

46. 3.0 and 52.212-2 - 9. Factor 1 - Technical Approach - What are the key performance requirements of this contract? What end result and end products do you want to have?

Response: Refer to the PWS, 52.212-2 and Attachment 2 of the solicitation.

AMENDMENT 0001 - REVISIONS

1. Clause 52.212-1, Instructions to Offerors - Commercial Items (Jun 2008).
 - a. The paragraph alpha numeric sequencing is corrected.
 - b. Proposal Format - 4.A. - Business Proposal quantity is changed from 4 copies to 2 copies.
2. Attachment 2, Quality Assurance Surveillance Plan (QASP), Required Performance Metrics (RPM) Table is revised to accurately reflect the Performance Work Statement (PWS) sections/paragraphs.

SECTION SF 1449 - CONTINUATION SHEET

The following have been modified:

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (JUN 2008)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Communications regarding this solicitation: Any questions or comments regarding this solicitation shall cite the solicitation number and be directed to the following Government representative via the e-mail address below on or before August 13, 2010 at 12:00 p.m. EDT:

Name: Mrs. Donna Blackstone
E-Mail: donna.blackstone@us.army.mil

The Government will answer all relevant and appropriate questions regarding this solicitation. All questions shall be submitted electronically on or before Friday, August 13, 2010 by 12:00 p.m. EDT to the Contract Specialist identified above.

Questions not submitted electronically to the following address: donna.blackstone@us.army.mil will not be answered. Answers to all relevant and appropriate questions will be addressed in an amendment to the solicitation.

In the event multiple questions address the same issue, the Government reserves the right to answer a representative question that best exemplifies the issue.

(c) Submission of offers. Submit signed and dated offers to:

US Army Medical Research Acquisition Activity
ATTN: MCMR-AAA-W (Mrs. Donna Blackstone)
820 Chandler Street
Fort Detrick, MD 21702-5014
By 12:00 p.m. EDT, Tuesday, September 7, 2010

(NOTE: The Reception area to building 820 is no longer manned. Companies hand delivering proposals must utilize the telephone within the Reception area to contact Mrs. Blackstone @ X3-2276 or Ms. Melanie Harman @ X3-2579 for proposal receipt.)

Proposals are due: Tuesday, September 7, 2010 at 12:00 p.m. EDT.

In order to be considered for contract award, the Offeror shall submit

1. A Technical Proposal Volume I
2. A Business Proposal Volume II that shall contain the SF1449, Provisions requiring Offeror Completion, and Pricing.

Proposal Format

1. Offerors are hereby notified that a proposal submitted that exceeds the 50 page limitation shall be evaluated only up to the 50th page. Any pages in excess of 50 will not be evaluated.

A. COVER PAGES: Each volume must have a cover page containing:

Volume number and title,
Solicitation number,
Offeror's name,
Offeror's policy on the release of information contained within the volume and An
information summary as to any deviations or exceptions applicable to the Proposal
Volume.

Cover pages are not included in the page limitation

B. TABLE OF CONTENTS: Each volume must include a Table of Contents, which indicates the page numbers of each section, figure, table or foldout. Table of contents are not included in the page limitation.

C. SECTIONAL DIVIDERS: If a volume has been divided into sections, dividers with tabs must be inserted between the sections, with each section starting on a new page. These dividers are not to be numbered and will not be included in the page limitation.

2. A page is defined as one side of a sheet, 8-1/2" X 11", with at least one inch margins on all sides, using not smaller than 12 point type, with the exception of tables and charts, for which not smaller than 8-point type may be used. Foldouts count as an equivalent number of 8-1/2" X 11" pages. The metric standard format most closely approximating the described standard 8-1/2" X 11" size may also be used.

3. A "RFP-to-Proposal Cross-Reference Matrix" is required as a method of identifying where RFP requirements have been responded to in the Offeror's proposal. The cross reference matrix, title pages and tables of contents are excluded from the page count specified in paragraph (a) of this provision.

4. Proposal Submission: The following matrix specifies the required number of copies of each proposal volume and the grouping of the volumes.

A. PLEASE PACKAGE AS FOLLOWS:

VOLUME TITLE LIMIT	PAGE	NO. OF PAPER & CD COPIES
I TECHNICAL PROPOSAL	50 Page Limit	4 + 2 CD
II BUSINESS PROPOSAL	No Page Limit	2 + 2 CD

B. Proposals shall be submitted in a Microsoft 2000 (or newer) program on a Word compatible CD - The Offeror shall provide written documentation describing the contents of each CD and of each file. Offerors shall label the CD's for each volume as Original and Back-up.

C. PACKING: Each group, designated above, is to be packaged individually. This does not preclude packaging more than one or all groups in a single overall package. Mark the group number(s) on the outside of the individual packages.

5. If final proposal revisions are requested, separate page limitations and color of paper will be specified in the Government's request for that submission.

Technical Proposal - Volume I

1. There is a maximum page limitation of 50 pages for the Technical Proposal. No Pricing Data or pages shall be included in the Technical Proposal. Resumes, Letters of Intent, and Contractor's Plans (Draft or Final) required with the proposal are not included in the page count if excluded from the technical proposal as an attachment or appendix.

2. Combined plans or any other documents submitted as duplicative data shall be cross-referenced from the requirement to the inclusion location in the proposal. Duplicative documents are not required. A recommended procedure would be for the Contractor's Technical Proposal to address each of the services required by the RFP and PWS sequentially by Section, paragraph number, subparagraph number, and sub-subparagraph number, as applicable, in sufficient details for the Government to determine whether the proposal satisfactorily meets the minimum requirements of the RFP and the PWS.

2. Proposal Clarity-- You shall ensure that your price proposal is consistent with your technical proposal in all respects, since the price proposal may be used as an aid to determine the Offeror's understanding of the technical requirements. Discrepancies may be viewed as a lack of understanding.

Business Proposal - Volume II

1. The business proposal has no page limit and shall be submitted separately from the technical proposal.

2. Proposal information shall include the following:

A Business proposals shall include:

- (i) Completed Standard Form (SF) 1449 (Solicitation/Contract/Order for Commercial Items)
- (ii) Completed Attachment #1 (Schedule of Prices and Costs)
- (iii) Completed Provisions and Clauses (NOTE: Should the Offeror take exception to any Provision or Clause contained within the RFP, the exception must be documented in a Summary of Exceptions which is included with the proposal submission.

(iv) Narrative describing performance and other risks assessed, judgmental factors applied and assumptions made in preparing the proposal.

(v) a listing of labor categories expected to be utilized during performance. Along with the labor category, the Offeror shall provide the hourly wage and the percentage applied to achieve the billing rate for that position. The Offeror shall include the rationale for any conformance procedures used for those Service Contract Act employees proposed that do not fall within the scope of any classification listed in any applicable wage determination.

(vi) Acknowledgement of Solicitation Amendments (if applicable).

3. The offeror must provide paper and CD copies of the complete price proposal with sufficient data to allow evaluation of the proposed costs and prices for realism and tracking to the offerors organizational structure and procedures to control cost and prices, schedule technical and security risks. The data shall also outline mitigation procedures for the risks. This information is required in order to assure compliance with Wage Determinations and to determine that proposed rates are fair, reasonable and realistic.

(d) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 60 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(e) Product samples. N/A

(f) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(g) Late submissions, modifications, revisions, and withdrawals of offers:

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date,

the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(h) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(i) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://fedgov.dnb.com/webform>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

(j) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(k) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

(End of Summary of Changes)